

## **PASTOR of MUSIC AND WORSHIP (FULL-TIME)**

### **First Baptist Church of Asheville, North Carolina**

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#### **Principal Function**

The Pastor of Music and Worship (PMW) provides a comprehensive ministry of music that encourages, models, and leads the church's worship of God.

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#### **Supervision**

##### **Reports To:**

The Senior Pastor, participating in weekly collaborative worship planning meetings.

##### **Supervises:**

The Music Ministry Team, including:

- Associate Director of Music and Organist (ADMO)
- Music Ministry Assistant (MMA) – this part time position is budgeted but not currently filled. The PMW will craft the job description to best suit the needs of the music ministry as well as research and make a recommendation for this hire.
- Director and Assistant Director of Academy for the Arts (AFTA).
- Director of Asheville Youth Choirs (AYC) – Please note that this is currently an interim position through the spring of 2026. The PMW will assist in recommending continuing leadership and whether it remains a standalone ministry or is integrated into AFTA in the future.
- Please note that supervision for AFTA and AYC directors is meant to be more limited in nature due to the quality of leadership provided.

##### **Responsibilities include:**

- Meeting weekly with the ADMO to plan worship, rehearsals, and concerts.
  - Leading weekly meetings of the Music Ministry Team to evaluate programming, coordinate scheduling, strategize marketing, track budgets, plan logistics, and develop new initiatives.
  - Consulting daily with the MMA for task organization and implementation.
  - Overseeing the MMA's preparation, printing, and distribution of worship orders and other communications.
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#### **Collaborative Worship Preparation**

Facilitates the planning and preparation of all regular worship services:

- Meets weekly with the Pastor to plan Sunday services.
- Drafts of orders of worship that blend tradition, inspiration, and innovation. – Please note that this responsibility is shared with ADMO.
- Selects congregational hymns and choral literature consistent with liturgical seasons and sermon themes.
- Recruits and prepares vocal/instrumental soloists and ensembles.
- Composes weekly collects and liturgies; assigns ministerial roles; and coordinates lay leadership (readers, testimonies, prayers, etc.) with pastoral staff assistance in identification and recruitment as needed.

- Works with the ADMO and music staff to ensure theological integrity, stylistic balance, and thematic unity across all musical programming.
- Collaborates with AFTA leadership to integrate faculty and students into worship (e.g., during AFTA Sunday and additional times throughout the year).
- Produces accurate, well-designed worship bulletins in conjunction with the MMA.
- Coordinates artistic elements (drama, staging, props, costuming, etc.) as needed.
- Ensures weekly setup of sanctuary elements (paraments, communion, baptistery, etc.).
- Meets weekly with the Sound Technician and Video Team to coordinate audio-visual needs and review recordings.
- Edits audio in collaboration with the Sound Technician for video services or concerts.

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### **Musical Leadership**

Prepares for and leads weekly rehearsals and worship leadership for:

- **Adult Choir**
- **Instrumental Groups** (e.g., Brass Ensemble, Orchestra)

Additional responsibilities include:

- Oversight of volunteer led Children's Choirs and coordination of adult volunteers, with assistance by the MMA. FBC desires thriving and vibrant children's choirs. The PMW should provide input on how best this can be achieved and if a future part-time director position may be needed.
- Tracking attendance and regularly communicating with participants via email newsletter.
- Supporting choir officers and parent teams in social and pastoral activities.
- Planning annual retreats, seasonal concerts, summer tours, camps, and mission endeavors.
- Providing music consultations for other church events, including special services, banquets, and celebrations.

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### **Liaison Responsibilities**

Provides support and direction to standing committees as assigned by the Pastor in coordination with the ministerial staff:

- Recruits and oversees the Visual Arts Committee, guiding their efforts toward visual enhancement of worship services.
- Consults with the Communion Committee on scheduling, element preparation, communion display, and distribution.
- Supports the Baptism Committee in coordinating robe fittings, rehearsals, certificates, and resource needs.
- Attends monthly Deacons Meetings.
- Serves as staff liaison to the AFTA Committee.

**Also serves as staff liaison to the Congregational Worship Council:**

- Recruits a chairperson and at-large members.
  - Collaborates with the chairperson to schedule meetings and develop agendas.
  - Meets with the Council quarterly to evaluate worship life, identify goals, consult on budgets, and complete assignments from the Church Council.
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### **Administrative Responsibilities**

- Prepares and manages budgets for Music Ministry, Visual Arts, Communion, and Baptism.
  - Oversees expenditures in coordination with the MMA and Finance Administrator.
  - Tracks and acknowledges special donations to the Music Ministry, ensuring proper use and record-keeping.
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### **Pastoral Care**

- Participates in the ministerial on-call rotation.
  - Contacts and welcomes prospective members, particularly those interested in music ministry.
  - Provides pastoral care and counseling, especially for those involved in the music ministry.
  - Offers musical leadership for funerals (singing or accompanying as needed).
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### **Accountability**

The Pastor of Music and Worship is directly responsible to the Senior Pastor and ultimately to the church through the Personnel Committee. All staff ministers affirm and live by the **Covenant of the Ministerial Staff**.